

4



first
term

ICT

INFORMATION & COMMUNICATION TECHNOLOGY

مذكرات المتخصص

جروب فريق أصدقاء الكمبيوتر

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Translate By
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2026

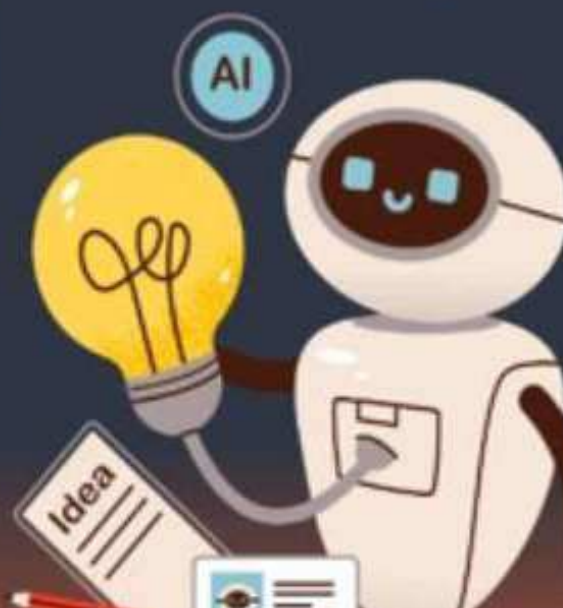




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Dear Student

Scientific Exploration Tools

Theme 1



Have you ever thought about scientific discoveries? How are they made? What technological tools are used in these discoveries?

There are many technological devices that explorers use in surveying and exploration operations to search for things buried underground, like minerals, artifacts, and treasures.

Some of the tools used:



Satellites for obtaining images



Drone (Unmanned Aerial Vehicle)



Technological Tools Used in Exploring the Earth



First

Tools for Locating Objects Underground

Rover C4 Device

It is an advanced metal detector and 3D ground scanner, specifically designed to search for buried treasures and metal objects underground, including gold. The device can create 3D



Ground Penetrating Radar Device

- Uses radar to find objects buried underground.



Magnetometer Device

A device that measures the magnetic field and can be used to find metals underground.

Second

Tools for Locating Objects Above Ground



Global Positioning System

GPS is used to reach places you want to go by connecting to satellites.



Lesson Exercises

1

From Ministry Assessment Questions

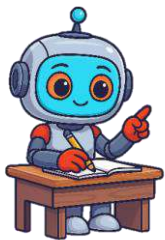
Choose the correct answer from the following options:

1. **For detecting metal coins underground a device is used.**
 - a. Drones
 - b. Global Positioning System (GPS)
 - c. Ground Penetrating Radar
 - d. Satellites
2. **..... relies on satellites to determine the locations of things.**
 - a. Magnetometer
 - b. Global Positioning System (GPS)
 - c. Drones
 - d. Ground Penetrating Radar
3. **The Global Positioning System (GPS) relies on to determine places and locations.**
 - a. Satellites
 - b. Global Positioning System (GPS)
 - c. Drones
 - d. Ground Penetrating Radar
4. **Archaeologists relied on to search for metals underground.**
 - a. Aircraft
 - b. Magnetometer
 - c. Global Positioning System (GPS)
 - d. Photographs

Other Lesson Questions

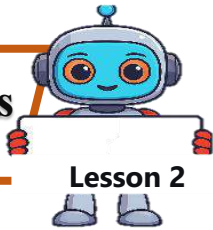
Put a (✓) in front of the correct statement and a (✗) in front of the incorrect statement:

1. The Rover C4 device is used to detect treasures and metals. ()
2. Ground Penetrating Radar helps find buried objects. ()
3. A magnetometer is used to measure wind speed. ()
4. The GPS system relies on satellites to determine locations. ()
5. Drones are used for aerial imaging and surveying. ()
6. The Rover C4 cannot create 3D images. ()





Computers and Their Components



Theme 1

Lesson 2

Computer

It is an electronic device that stores, processes, and retrieves data.

Uses of a Computer

- 1. Writing.
- 2. Browsing the Internet.
- 3. Playing electronic games.
- 4. Creating presentations and videos.

Forms of Computers



(Tablet)



(Laptop)



(Personal computer)



(touch)



To use a computer, we need:

- 1. A keyboard for typing.
- 2. A mouse or touchscreen to move things (Speakers - Camera - Microphone).
- 3. A screen to display what you are doing.
- 4. Connectivity options.

Computer components are divided into:



Hard Ware

Software



Hardware is divided into input units and output units.



Input Units

	
(Mouse)	(Keyboard)
	
(Camera)	(Touch Screen)
	
(Scanner)	(Microphone)

Output Units

	
(Printer)	(Screen)
	
(Speaker)	(Braille Terminal)
	(Speech Synthesizer) Used to help people with special needs, "non-verbal individuals," use the computer.

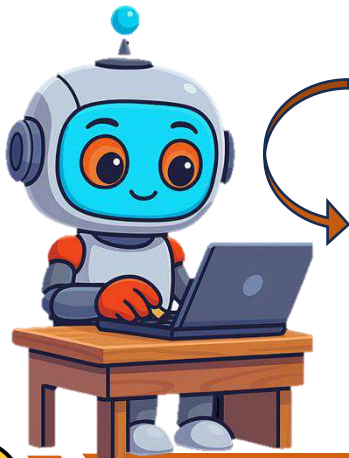
How a computer works is based on:



1. Receiving Data

2. Processing Data

3. Displaying results as Information through output units.



The most important part of the system is the User.

The quality of the output depends on:

- ✓ The data entered.
- ✓ The user's knowledge of how to use the devices.



2

Lesson Exercises

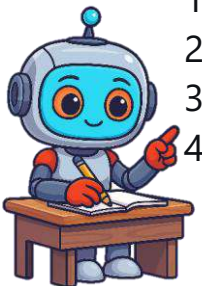
From Ministry Assessment Questions

Choose the correct answer from the following options:

1. are used to output sounds from the computer.
 - a. Keyboard
 - b. Microphone
 - c. Speakers
 - d. Printer
2. are used to display data, images, and videos.
 - a. Speakers
 - b. Printer
 - c. Keyboard
 - d. Screen
3. From the input units
 - a. Printer
 - b. Speaker
 - c. Microphone
 - d. Screen
4. The device helps non-speaking individuals use the computer.
 - a. Speech Synthesizer
 - b. Microphone
 - c. Speaker
 - d. Printer
5. allows the blind to use the computer.
 - a. Braille Terminal
 - b. Mouse
 - c. Keyboard
 - d. Printer
6. is used to input texts and images from paper into the computer.
 - a. Scanner
 - b. Microphone
 - c. Mouse
 - d. Printer

Other Lesson Questions

Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:



1. A computer can be used to store and process data. ()
2. One use of a computer is creating presentations. ()
3. Forms of computers include desktop devices. ()
4. A computer is an electronic device. ()



Operating Systems

Theme 1



How do we use our devices?

- We sometimes play.
- We write notes.
- We browse the internet.

Example

Imagine you want to write a school report. What do you do?

First: The Software You Use



- You open a **word processing** program like **Microsoft Word**.
- A **spreadsheet** program like **Microsoft Excel**.
- A **presentation** program like **PowerPoint**.

Second: The Operating System (OS)

- The program asks the operating system to open and run it.
- **Example:** Windows opens and runs the program.

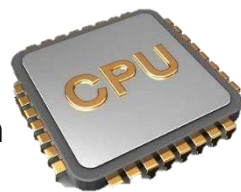


Example

- You only see what appears on the screen, but a lot happens in the background.

Central Processing Unit (CPU)

- In the **background**, the **operating system** communicates with the Central Processing Unit (**CPU**).
- The **CPU** is part of the device's **hardware**.
- This **unit controls** how data is **processed**.



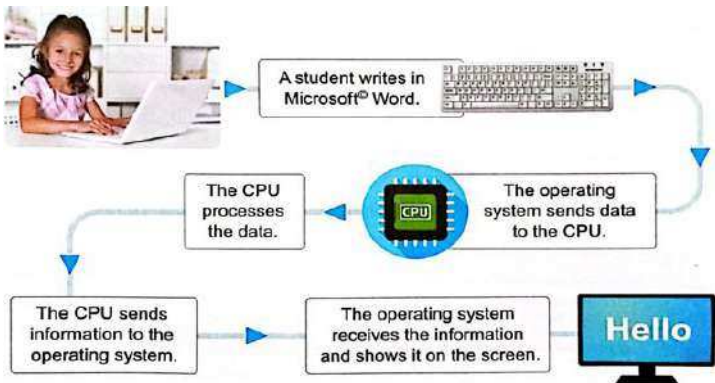
How the computer interacts with directed commands



1. When you type something on the computer, the program tells the operating system to ask the CPU to show you what you typed on the screen.
2. If a problem occurs in the program before the operating system asks the CPU to save everything, you might lose your work.

Note

Therefore, it is important to save your work .



This diagram shows how data is processed in Microsoft Word.



3

Lesson Exercises

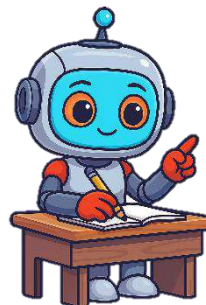
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the

1. The operating system is not necessary to run a computer. ()
2. The keyboard and screen are software responsible for running the computer. ()
3. The Central Processing Unit is a type of software. ()

Q2: Choose the correct answer from the following options:

1. receives data from the operating system.
 - a. Braille Terminal
 - b. Central Processing Unit (CPU)
 - c. Keyboard
 - d. Printer
2. The program is one of the operating system programs.
 - a. Google
 - b. Windows
 - c. Word
 - d. PowerPoint
3. The program is used to write, format texts, and insert images.
 - a. Google
 - b. Windows
 - c. Word
 - d. PowerPoint
4. is considered essential software for running a computer.
 - a. Google Chrome
 - b. Operating System
 - c. Microsoft Word
 - d. Presentations
5. The Central Processing Unit (CPU) processes
 - a. Keyboard
 - b. Information
 - c. Mouse
 - d. Data
6. The operating system receives from the Central Processing Unit (CPU) then displays it on the screen.
 - a. Keyboard
 - b. Information
 - c. Mouse
 - d. Data





Assistive Technology

Theme 1



We all use technology to help us in our daily lives. There is a special type of technology called "Assistive Technology".

Assistive Technology

It helps people with special needs - enabling them to perform tasks they find difficult to do.

There are many types of assistive technology, including:



✓ Screen Magnification Software

- These are programs that enlarge everything on the computer screen, words and images, helping visually impaired people interact with the computer.



✓ Alternative Communication

- Helps people with speech and language difficulties communicate with others.
- **Examples** include programs that convert text to speech, or speech to text.



✓ Hearing Aids

- Help people who have difficulty hearing, and modern versions can be connected to smartphones.

✓ Sports Tools



- For **example: prosthetic limbs** for practicing sports like specialized mountain climbing tools for people who have lost a limb, enabling them to practice climbing

Note

Assistive technology can provide assistance to individuals in practicing daily activities.



4

Lesson Exercises

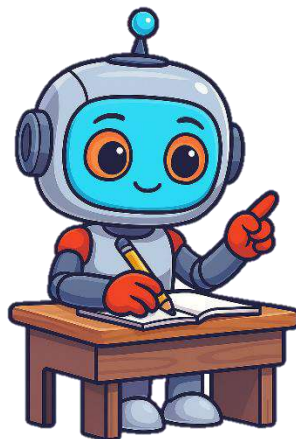
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:

1. Assistive technology enables people of determination to do their work. ()
2. Hearing aids are assistive means for visually impaired people. ()
3. Assistive technology enables people of determination to explore places around the world. ()
4. Screen magnification software enables hearing-impaired people to interact with the computer. ()
5. People of determination use assistive technology in their daily lives. ()
6. alternative communication software helps people of determination with verbal and linguistic communication. ()

Q2: Choose the correct answer from the following options:

1. helps the visually impaired interact with the computer screen and magnify it.
 - a. Hearing Aids
 - b. Screen Magnification Software
 - c. Sports Tools
 - d. Communication Tools
2. help people of determination with movement.
 - a. Hearing Aids
 - b. Prosthetics
 - c. Speakers
3. help hearing-impaired people.
 - a. Screen Magnification Software
 - b. Hearing Aids
 - c. Microphone
 - d. Keyboard





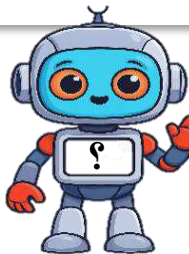
Common Problems and Solutions



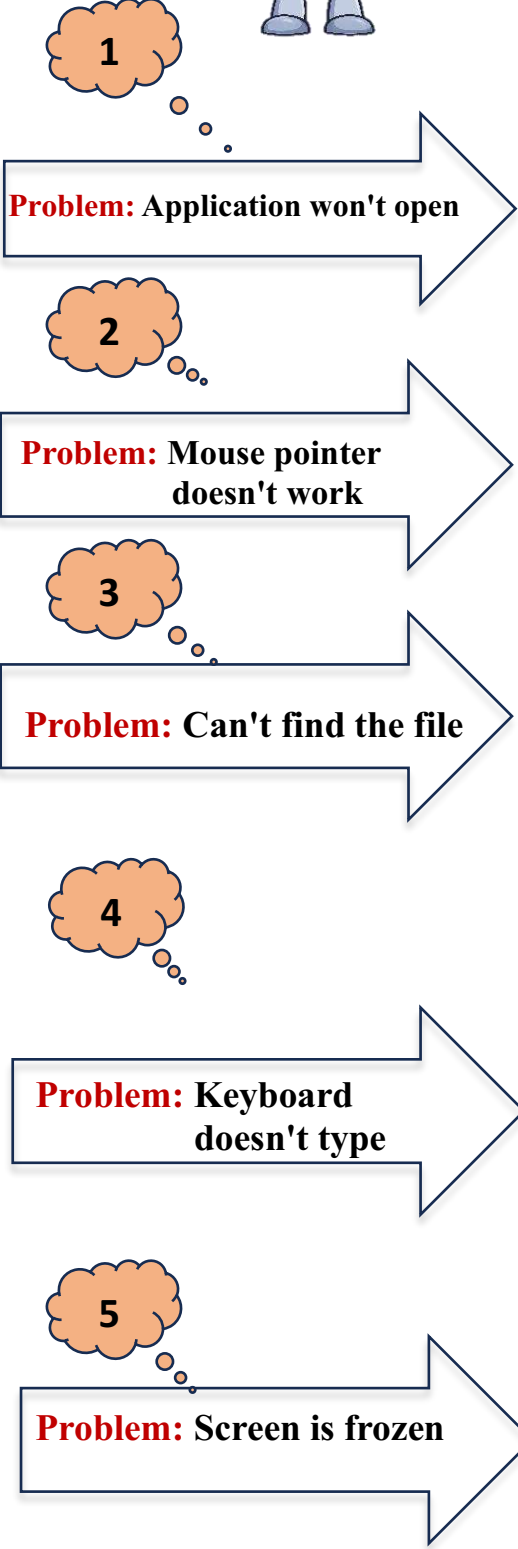
Theme 1

We studied before

Some office programs that can be used to collect and analyze data. While using electronic devices, some temporary malfunctions may occur. These malfunctions may prevent you from turning them on or using them for writing.



Here are some of these problems and their potential solutions.



Potential solutions in Windows

- Restart your device and try again.
- If the application doesn't open, check that your program is updated to the latest version.
- If the problem persists, uninstall and reinstall the application.

Potential solutions in Windows

- Make sure the mouse cable is connected correctly to the motherboard.
- It's better to restart the device afterwards.
- If the problem isn't solved, there might be a defect in the mouse and it needs replacement.

Potential solutions in Windows

- Check the Downloads folder. If you're looking for a Word file, search in the Documents folder.
- If you're looking for a picture, search in the Pictures folder.
- Or try using the search box next to the Start button.

Potential solutions in Windows

- Make sure the keyboard cable is connected correctly to the motherboard.
- It's better to restart the device afterwards.
- If the problem isn't solved, there might be a defect in the keyboard and it needs replacement.

Potential solutions in Windows

- Press and hold the **Ctrl + Alt + Del** keys together.
- If this option doesn't work, try turning off the device and restarting it.

Note

If you can't solve any problem, ask your teacher or a family member for help.



Lesson Exercises

5

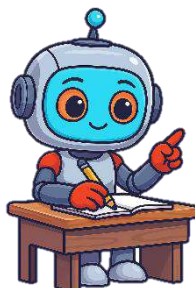
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:

1. To solve the problem of the screen stopping displaying information, press the Alt+Ctrl+Del keys together for a short period. ()
2. Updating software is one of the suggested solutions to solve the problem of not being able to open applications. ()
3. To solve a malfunction of the control mouse, a new keyboard is purchased. ()

Q2: Choose the correct answer from the following options:

1. **You can solve the problem of the screen stopping displaying information by pressing the keys:**
 - a. Alt+Ctrl+Del
 - b. Alt+Shift
 - c. Alt+F8
 - d. F10+Del
2. **From the suggested solutions to solve the problem of not being able to type using the keyboard is**
 - a. Changing the control mouse
 - b. Making sure the printer is connected
 - c. Connecting headphones
 - d. Making sure the keyboard cable is connected
3. **When you are unable to solve some problems you may encounter, you should**
 - a. Leave the problem and avoid it
 - b. Disconnect the keyboard connections
 - d. Ask your teacher or a family member for help
4. **The mouse cable is connected in the appropriate place**
 - a. Motherboard
 - b. Electrical panel
 - c. Keyboard
5. **To search for a picture on the computer, we search in the folder.**
 - a. Pictures
 - b. Documents
 - c. Films





Collecting, Analyzing, and Representing Data in Graphs

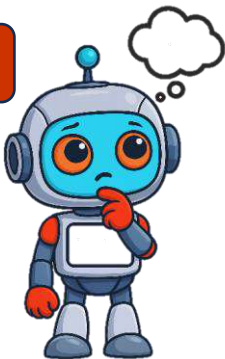


Theme 1

- Scientists in all types of sciences collect data.



Where does data come from?



Books

Records

Experiments

Questionnaires

Note

No matter the source, data must be from a reliable source.

Analyzing Data?

- Means reviewing results and interpreting their meaning.



Representing Data?

- "Data can be represented graphically and expressed through many programs"

Example

- Spreadsheet program (Excel).

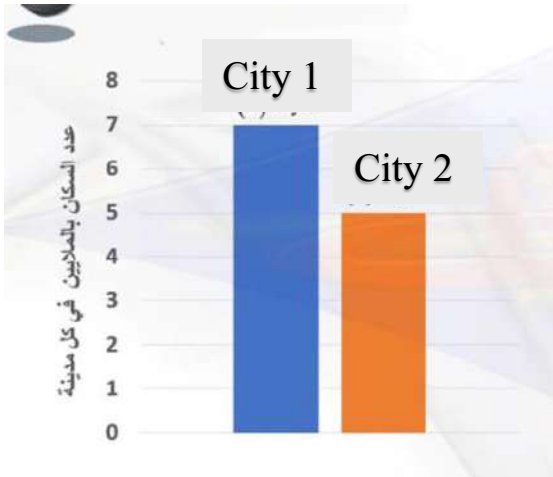


Benefits of Excel

- ✓ Helps understand the collected data.
- ✓ Displays data in a clear and concise way.

Example

Let's assume you wanted to **compare** the population of two cities:
You can use a **bar chart** to easily show the difference between them.





Lesson Exercises

6

From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:

1. The accuracy of information collected about any phenomenon or problem must be verified. ()
2. The Paint program is a useful digital tool for analyzing and representing data. ()
3. Magazines, books, and articles are reliable sources for collecting data. ()

Q2: Choose the correct answer from the following options:

1. Using graphs is preferred in

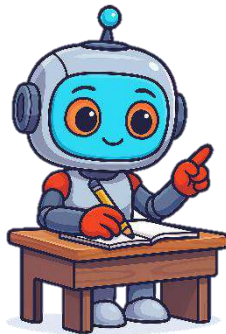
- a. Collecting data
- b. Displaying data
- c. Deleting data

2. If you want to collect information from a reliable source, you use:

- a. Personal opinions
- b. Records and reports
- c. Social media sites

3. Which of the following programs is best for graphically representing data?

- a. Presentation program PowerPoint
- b. Paint program
- c. Word data processing program
- d. Excel spreadsheet program





Answer Key for Unit One Questions

Lesson 1

Q1: Mark True (✓) or False (✗)

- 1- ✓
- 2- ✓
- 3- ✗
- 4- ✓
- 5- ✓
- 6- ✗

Q2 : Choose the correct answer from the brackets

- 1. Ground Penetrating Radar
- 2. Global Positioning System (GPS)
- 3. Satellites
- 4. Magnetometer

Lesson 2

Q1: Mark True (✓) or False (✗)

- 1- ✓
- 2- ✓
- 3- ✓
- 4- ✓

Q2 : Choose the correct answer from the brackets

- 1. 1 Screen
- 2. Microphone
- 3. Speech Synthesizer
- 4. Braille Terminal
- 5. Scanner

Lesson 3

Q1: Mark True (✓) or False (✗)

- 1- ✗
- 2- ✗
- 3- ✗

Q2 : Choose the correct answer from the brackets

- 1. Central Processing Unit
- 2. Windows
- 3. Word
- 4. Operating System
- 5. Data
- 6. Information

Lesson 4

Q1: Mark True (✓) or False (✗)

- 1- ✓
- 2- ✗
- 3- ✓
- 4- ✗
- 5- ✓
- 6- ✓

Q2 : Choose the correct answer from the brackets

- 1. Screen Magnification Software
- 2. Prosthetics
- 3. Hearing Aids



Lesson 5

Q2 : Choose the correct answer from the brackets

Q1: Mark True (✓) or False (✗)

- 1. ✓
- 2. ✓
- 3. ✗

- 1. Alt + Ctrl + Del
- 2. Making sure the keyboard is connected
- 3. Asking your teacher or a family member for help
- 4. Motherboard
- 5. Pictures

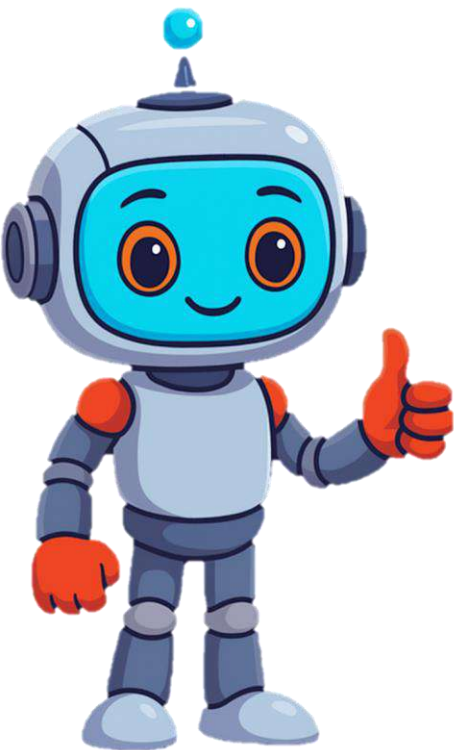
Lesson 6

Q1: Mark True (✓) or False (✗)

- 1. ✓
- 2. ✗
- 3. ✓

Q2 : Choose the correct answer from the brackets

- 1. Displaying data
- 2. Records and reports
- 3. Excel spreadsheet program





Protection from Internet Risks



Theme 2

Ways to Communicate via the Internet



- You can use computers, phones, or tablets to communicate.

Communication via the Internet

Instant Text Messaging

Forums for communication



Email

Direct Messages

Remember

Be careful. Some people communicate online to be unkind or to steal your personal information, such as: your address, your name, and your school's name.

Therefore, you must protect your data by:

- Blocking the person.
- Ignoring annoying Spam messages which pose a risk



Note

Therefore, be careful with others, and do not share any personal data until you ask your teacher or a family member whether you should or not.

Beware of Links



- Do not click on suspicious or untrustworthy links.
- If you enter an unsafe or inappropriate site, don't worry:
 - Leave the site immediately.
 - Tell your teacher or a family member.
- Check privacy settings, and make sure only your friends and family can see your information.
- Think carefully before posting anything (photos/videos):
 - Is it appropriate?
 - Could it cause embarrassment or harm to you or others?

Downloading Files



Think carefully before downloading any file. Some files may contain viruses that lead to:



Tracking your information

Damaging the device

Note

Check the site before downloading any file. Is it a trusted site? If you are not sure, you should not download files from it.

Learning is power. Use what you have learned to stay safe and happy while you are online.





1

Lesson Exercises

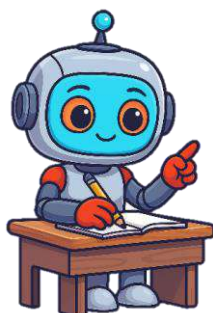
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:

1. Computers and smartphones are used to communicate via the internet. ()
2. You should make your personal data available for all users to see and keep. ()
3. Text messages and electronic messages through forums are used to communicate with friends. ()
4. It is important to know the identity of the person you are chatting with via the internet ()
5. The **download** allows you to block unwanted people on social media sites. ()

Q2: Choose the correct answer from the following options:

1. **A video file was sent to you by someone you don't know on your account on one of the social media sites, so you should**
 - a. Download the file to watch it
 - b. Tell your guardian and do not open the file
 - c. Tell all your classmates
 - d. Open the file then tell your guardian
2. **..... is considered personal information:**
 - a. Pseudonym
 - b. Video clip
 - c. Favorite color
 - d. Address
3. **Messages containing unsafe invitations to your email are**
 - a. Downloading files
 - b. Annoying messages (Spam)
 - c. Personal data
 - d. Social communication
4. **Clicking on unknown links may lead to**
 - a. The presence of important information
 - b. Nothing
 - c. Downloading viruses to your device
 - d. Shutting down the device





Healthy and Ethically Use of
Information Technology Tools

Lesson 2

Theme 2



Let's discover together how to use Information and Communication Technology (ICT) tools in a healthy and ethical way.

First

When you tag something online, think if you are respecting the people you are tagging.



- When you tag someone, you identify them in a post, picture, or video, and anyone with access to your account can see it.
- So ask your friends first if they agree to be tagged before you post.

Second

Make sure you attribute information to its sources.

Whether you are searching for information to share or to present in a presentation (PowerPoint), it is important for others to know where you got this information from.

Third

Respect the Law



Do not enter blocked sites. These sites may contain inaccurate, unethical, or harmful content, so consult your teacher or a family member before entering any new site.

Positive and Negative Effects of ICT Tools



السلبيات

- Facing annoying things online.
- Exposure to eye strain or headache due to excessive use of devices.
- Search results on Google may not always be correct or accurate.

Positives

- ✓ Easy access to required information and downloading videos with a click of a button.

Remember some tips

Use ICT tools wisely and ethically.



Know when to take a break, stay active and social. Be responsible.



2 Lesson Exercises

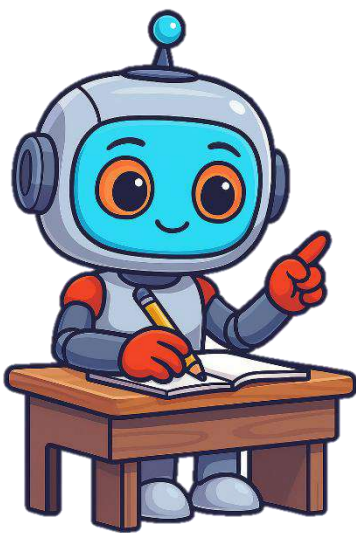
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement

- 1. You can tag your friend on social media sites by using the tag feature. ()
- 2. It is not necessary to mention the source of information when publishing it on social media sites. ()
- 3. Excessive use of electronic devices may cause eye strain and headaches. ()
- 4. You can publish information about your friends on social media sites without their permission. ()
- 5. When publishing information on the internet, the source of the information must be mentioned. ()

Q2: Choose the correct answer from the following options:

- 1. "From the negative effects of using ICT tools"
 - a. Getting information easily
 - b. Keeping up with the latest news and developments
 - c. Eye strain and headaches
 - d. Communicating with friends anywhere and anytime
- 2. A feature used to make a reference to a person in a post, picture, or video is
 - a. Gat
 - b. Share
 - c. Post
 - d. Tag





Internet Search Operations



Theme 2

First: Searching Safely



- Benefit from the security features in the browser you use. You can choose a browser that alerts you if entering a site is unsafe or if there is harm in downloading an application from this site. If a warning message appears, talk to your teacher or a family member to protect you and handle the matter wisely without harm to you, and in all matters avoid dealing with
 - Some popular browsers have search engines dedicated to children. This measure will help you display age-appropriate results. These browsers also have parental control applications and useful safety tips for children.
 - Watching videos online is fun, but you must choose sites suitable for you. You can use filters to avoid inappropriate videos.



Second: Searching Smartly

- Searching the internet can be as simple as typing, but if you are searching for information in an image, you can use the image itself instead of words. By using the camera button to upload the image ... (you can ask your teacher to help you).



Ways to Search Smartly

Including Specific Words

- Some words like: (or) -- (how) -- (where) -- (and) -- (the) are ignored.
- If you want to include this word in the search, put a (+) before it.

Excluding Specific Words

- If you want to avoid results related to a specific word → put a (--) before the word.

Searching for a Specific

- Put the phrase between quotation marks " ".
- This helps you get accurate results with the exact wording.



3

Lesson Exercises

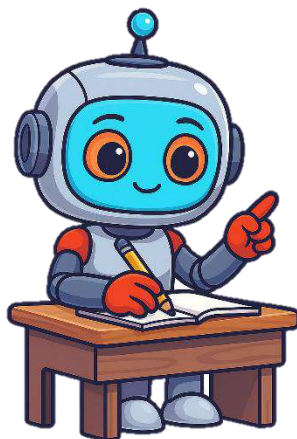
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:

1. Safe browsers are those that send alerts to users when trying to access an unsafe website. ()
2. It is better to write accurate keywords to get better search results. ()
3. Browsers dedicated to children display content appropriate for their age groups. ()
4. Using a specific image, you can search for information about it instead of using words. ()
5. Browsers specialized for children allow parents to monitor and follow their children. ()
6. During the internet search process, you can use the symbol (-) before words you do not want to include in the search results. ()

Q2: Choose the correct answer from the following options:

1. The symbol (.....) is used, during the internet search process, before words you want to exclude from the search results.
 - a. (+)
 - b. (#)
 - c. (-)
 - d. (/)
2. When someone you don't know sends you an email message via the internet, you should ...
 - a. Ask your parent for help
 - b. Open the message
 - c. Publish the messages on the internet
 - d. Send a friend request to the sender





Dear Student,

Authorities Responsible for Solving Internet Problems

Theme 2



Many times, we ask ourselves who can help us when facing the risks of using the internet? Have you thought about this question before?

Cyberbullying and How to Avoid It

- Sometimes you are exposed to some harassment or cyberbullying on the internet. This means that someone is tagging or sending you messages containing words that offend you repeatedly.

Ways to Deal with Cyberbullying Online

1. Using Blocking (Block)
 - Block the person who is bullying you.
2. Asking for Help from Those Around You
 - Go to your teacher.
 - Or a family member.
3. Resorting to the Specialized Authorities
 - Go to the Cybercrimes Combatting Department.
 - File a complaint to take all legal measures.



Identity Theft via the Internet

Means that someone used your personal information or your account on social media sites, or your address, email, or phone number, and used them for bad

Dear Student



- Remember that internet problems are common, but always make sure to
- Protect your personal data, and do not deal with strangers.
- Immediately inform your family to help you when exposed to any life problems related to using the internet or any other life situations.





4

Lesson Exercises

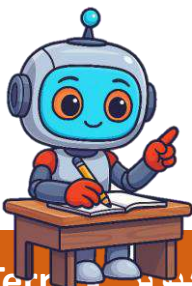
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:

- 1. Bullying is when someone acts badly towards another person repeatedly. ()
- 2. Identity theft is others using your personal information and accounts on social media sites without permission. ()
- 3. Obscene posts are considered a form of cyberbullying. ()
- 4. You can ask your teacher for help in dealing with problems you face via the internet. ()
- 5. You can ask the Cybercrimes Combatting Department for help if your information and personal accounts are stolen. ()

Q2: Choose the correct answer from the following options:

- 1. **You saw a post by your colleague that offends you on a certain topic, so you**
 - a. Offend him
 - b. Bully his opinion
 - c. Block him
 - d. Share the post
- 2. **You found your personal photo on an account you are not related to with a different name, this is considered**
 - a. An opportunity to increase your fame
 - b. Identity theft
 - c. Protection of your information
 - d. Publishing it
- 3. **When you are exposed to one of the risks on the internet, you can communicate with:**
 - a. Crime combat department
 - b. People of determination
 - c. A friend
 - d. Screen reader
- 4. **..... is someone using your personal information and accounts on social media sites without permission.**
 - a. Identity theft
 - b. Cooperation
 - c. Exchanging experiences





- d. Brainstorming

A Personal Plan for Digital Security

Theme 2

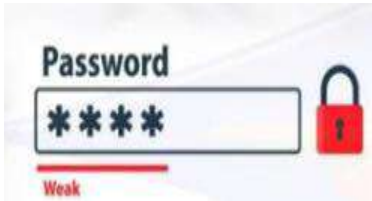


First: Digital Security



When creating a password for your accounts on the internet or for your devices (personal computer - mobile phone...), your passwords must be strong and difficult to know or guess.

A strong password often consists of at least 8 characters and contains letters, numbers, and special symbols.



Do not use your personal information like: your name, birthdate, or address when creating your password.



Do not use the same password for all your accounts. You can also use a password manager program because that will help you create and save your passwords securely.



Example of Strong Passwords

Mo5&re2i

Abg65@iu

Ta@#9045

Second: Choose an Antivirus Program



- You can also use antivirus programs to detect viruses and malware. They may also repair files damaged by viruses.

Attention



Use strong and different passwords for each account and device.

Install an antivirus protection program on all your devices.

Remember that there are programs that offer tips to help you create secure passwords.



5

Lesson Exercises

From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:

1. It is important to have a strong password to protect your electronic accounts. ()
2. Viruses are useful software for the computer. ()
3. The password **abc123** is a strong password that can be used for your electronic accounts. ()
4. Antivirus software is used to protect your files on the computer from damage. ()
5. The password **756QdvL!@VtM** is a strong password. ()
6. Email messages are a form of viruses that can be sent to your device. *They can carry viruses, but are not viruses themselves.* ()

Q2: Choose the correct answer from the following options:

1. "It enables someone to access the computer through the internet"
 - a. Hacking
 - b. Bullying
 - c. Sharing
 - d. Curiosity
2. **You can protect your personal accounts on the internet by creating**
 - a. A strong password
 - b. Your personal data
 - c. House
 - d. Date of birth





Practical Project

Theme 2



- Dear student... you have previously studied how to conduct research on the internet and write some important guidelines on how to deal with internet sites responsibly.
- In this lesson, we will review how to create a digital report using one of the

There are some tools used to display the report you will create:

• Presentations using PowerPoint

- Through the PowerPoint presentation program,
- you can add beautiful effects, texts, images, and even sound effects to your digital report.
- This helps you present your information in a fun and engaging way.



Video Clips

- Video chats are used to conduct instant conversations between people via devices attached to your computer
- like a camera. Many devices have their own camera, like portable devices (laptop - mobile phone).



الملصقات الإعلانية (Posters)

- You can make a poster that includes the report you prepared.
- But dear student, when preparing the poster,
- it must contain appropriate colors, graphics, images, clippings,
- considering the consistency of font sizes for main and subheadings, and they should be easy to read.



Dear student .. always remember to document the sources of the information you obtained.



6

Lesson Exercises

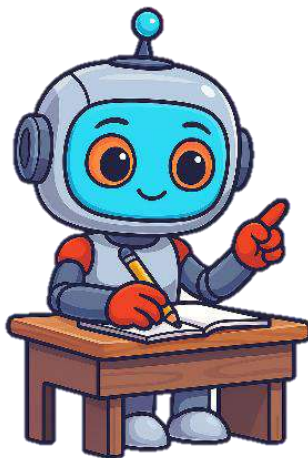
From Ministry Assessment Questions

Q1: Put a (✓) in front of the correct statement and a (X) in front of the incorrect statement:

1. The presentation program is used to prepare digital reports on various topics. ()
2. The presentation program does not allow adding images and effects to slides. ()
3. The presentation program is a fun way to display others' ideas. ()
4. You cannot add a video to slides in the presentation program. ()
5. The presentation program can be used to make a presentation in the form of a book. ()
6. The presentation program does not allow making posters with bright colors. ()

Q2: Choose the correct answer from the following options:

1. The program is used to prepare a fun and attractive presentation.
 - a. Word
 - b. PowerPoint
 - c. Excel
 - d. Paint
2. The presentation program allows you to make
 - a. Advertising posters
 - b. Video conference
 - c. Audio conversation
 - d. Email





Answer Key for Unit Two Questions

Lesson 1

Q1: Mark True (✓) or False (✗)

- ✓-1
- X -2
- ✓ -3
- ✓ -4
- X -1

Q2 : Choose the correct answer from the brackets

- 1. Tell your guardian and do not open the file
- 2. Address
- 3. Annoying messages (Spam)
- 4. Downloading viruses to your device

Lesson 2

Q1: Mark True (✓) or False (✗)

- ✓-1
- X -2
- ✓ -3
- X -4
- ✓ -5

Q2 : Choose the correct answer from the brackets

- 1. Eye strain and headaches
- 2. Tag

Lesson 3

Q1: Mark True (✓) or False (✗)

- ✓-1
- ✓ -2
- ✓ -3
- ✓ -4
- ✓ -5
- ✓ -6

Q2 : Choose the correct answer from the brackets

- 1. (-)
- 2. Ask your parent for help

Lesson 4

Q1: Mark True (✓) or False (✗)

- ✓-1
- ✓ -2
- ✓ -3
- ✓ -4
- ✓ -5

Q2 : Choose the correct answer from the brackets

- 1. Block him
- 2. Identity theft
- 3. Crime combat department
- 4. Identity theft



Lesson 5

Q1: Mark True (✓) or False (✗)

- ✓-1
- X -2
- X -3
- ✓ -4
- ✓ -5
- X -6

Q2 : Choose the correct answer from the brackets

- 1. Hacking
- 2. A strong password

Lesson 6

Q1: Mark True (✓) or False (✗)

- ✓-1
- X -2
- ✓ -3
- X -4
- ✓ -5
- X -6

Q2 : Choose the correct answer from the brackets

- 1. PowerPoint
- 2. Advertising posters



موقع الدكتور محمد رزق التعليمي



امسح الباركود بالموبايل لتثبيت
التطبيق وتحميل كل الملازم مجاناً وبسرعة



حمل التطبيق الآن



كورسات ونتائج امتحانات



ملازم ثانوي



ملازم اعدادي



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